

**DEPARTMENT OF PUBLIC SAFETY
DIVISION OF ADULT CORRECTION AND JUVENILE JUSTICE
JUVENILE COMMUNITY PROGRAMS**

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. The agency agrees to comply with 07 NCAC 04M. 0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

The Department of Public Safety and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*administrative/reference value ends.*" The Department of Public Safety hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the office is not authorized by the Department of Cultural Resources to destroy these records.

The Department of Public Safety and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Public Safety agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

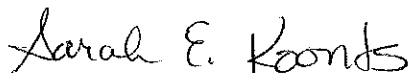
E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.

The Department of Public Safety agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

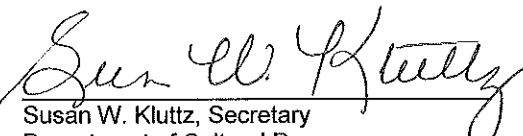

Robert Brinson, Chief Records Officer


Billy Lassiter
Acting Director, Juvenile Community Programs


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Frank L. Perry, Secretary
Department of Public Safety

APPROVED


Susan W. Kluttz, Secretary
Department of Cultural Resources

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ITEM 50314. REQUESTS FOR PROPOSALS FILE

Records in paper and electronic formats concerning proposals submitted by applicants for funding consideration. File includes applications, score sheets, award letters, non-award letters, applications not considered for funding, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office records after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 50315. CONTRACTOR CERTIFICATION AND AGREEMENT FILE

Records in paper and electronic formats concerning short-term residential and community-based service contract providers receiving funding. File includes applications; agreements and amendments; contractor's policy manual and release of information policy; copies of sub-contracts, invoices, and budget information; and certifications of annual financial reports, eligibility to receive state and federal funds, lobbying compliance, drug-free workplace compliance, environmental tobacco smoke compliance, criminal background checks and personnel files, and insurance coverage; and other related records. (File arranged by county.)

DISPOSITION INSTRUCTIONS: Destroy in office records 5 years after expiration of contract if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 50316. CONTRACTOR PROGRAM SERVICES FILE

Records in paper and electronic formats concerning delivery of short-term residential and community-based services. File includes general correspondence, program and service descriptions, client served and population reports, staffing reports, client extension requests, home visit approval requests, monitoring reviews, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records once printed and interfiled when reference value ends. Destroy in office paper records 3 years after the end of the fiscal year covered.

ITEM 50317. JUVENILE INCIDENT REPORTS (ELECTRONIC) FILE

Records in electronic format, pertaining to short-term residential and community-based services, concerning documentation of incidents that jeopardize the safety and well-being of juveniles. File includes identification of individuals involved and statements of facts. (Comply with applicable provisions of G.S. 7B-3001 and 7B-3100 regarding confidentiality of juvenile records.)

DISPOSITION INSTRUCTIONS: Destroy in office records 3 years after the end of the fiscal year covered if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.